

[Fill in the spaces next to the instructions. Other spaces are for Court use.]
SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X

In the Matter of the Application of

_____,
[2. Fill in name(s)] Petitioner(s)

-against-

_____,
[3. Fill in name(s)] Respondent(s)
-----X

[1. Index No. & Year]
Index No.

_____/_____
NOTICE OF PETITION

PLEASE TAKE NOTICE that upon the verified petition(s) of **[4. Your name(s)]**
_____, sworn to on **[5. Date the Verified Petition**
notarized] _____, 20__ and upon the exhibits attached to the petition,
and the petitioner will request this Court at 9:30 am **[6. Insert return date]** on
_____, 20__ at the Courthouse, 100 Supreme Court Drive, Mineola, New York,
in IAS Term Part _____, for a Judgment, pursuant to Civil Practice Law and Rule granting
the following relief , **[7. Describe what you are asking the Court to do]**

and for such other and further relief as this Court may deem just and proper.

[8. Date and County papers are signed in]

Dated: _____, New York Respectfully Submitted
_____, 20__

[9. Your Signature]

[10. PRINT YOUR NAME]

[11. YOUR ADDRESS]

[12. CITY, STATE ZIP CODE]

[13. YOUR PHONE NUMBER]

To: Respondent

[14. Insert Respondent Name]

[15. Respondent Address]

[16. City, State Zip Code]

[17. Phone Number]

[Fill in the spaces next to the instructions. Attach copies of the indicated documents and mark them as exhibits.]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X
In the Matter of the Application of

_____,
[19. Fill in name(s)] Petitioner(s)

[18. Index No. & Year]
Index No. _____ / _____
PETITION

-against-

_____,
[20. Fill in name(s)] Respondent(s)

-----X

TO THE SUPREME COURT OF THE STATE OF NEW YORK, COUNTY OF NASSAU:

The petition of **[21. Your name]** _____ respectfully shows to this Court as follows:

1) Your petitioner(s) resides at **[22. Your address]**

_____.

2) The respondent (s) **[23. Identify respondent]** and **[24. Your involvement]**

_____.

_____.

The facts concerning the litigation including underlying events and the nature of actions and decisions taken by respondents that petitioner wishes to challenge are as follows.

[25. Describe facts & events concerning your claims. State the actions and decisions taken by respondents that you wish to challenge. Add more pages if needed]

3) _____

4) _____

5) _____

6) _____

7) Attached hereto are copies of relevant documents in support of petitioner's case, including determination(s) issued by respondent(s) that have a bearing on this case and/or of which petitioner herein complains, if any. **[26. Identify all documents including written decisions, determinations made by respondents that are relevant to this case.]**

[27. Attach each document to this packet and label it as Exhibit A, Exhibit B, etc... List exhibits below]

8) A prior application **[28. Check that a prior application has been made only if you are seeking the same relief again]** ___ has or ___ has not been made for the relief requested herein. If a prior application has been made then provide the following information **[29. What Court, when, who made the application, the result of the application, attach a copies of the application and explain why you are making another application.]**

WHEREFORE, your deponent prays that this Court **[30. Describe what you are asking the Court to do]**

and such other relief as the Court may find just and proper.

[31. Date and County papers are signed in]

Dated: _____, New York
_____, 20__

Petitioner Signature

[32. Your signature]

Print Petitioner Name

[33. Print Your Name]

[Fill in the spaces next to the instructions.]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X
In the Matter of the Application of

[35. Fill in name(s)] Petitioner(s)

[34. Index No. & Year]

Index No. _____ / _____
VERIFICATION

-against-

[36. Fill in name(s)] Respondent(s)

-----X

STATE OF NEW YORK}

SS. :}

COUNTY OF _____ }

[37. Insert County where papers signed and notarized]

_____ **[38. Insert Your Name]** , being duly sworn,
deposes and says: I am the _____ **[39. Insert Petitioner or Respondent]** in this matter. I have read the foregoing _____ **[40. Insert the name(s) of the above documents e.g. affidavit, petition etc.]** and know the contents thereof. The same are true to my knowledge, except as to matters therein stated to be alleged on information and belief and as to those matters I believe them to be true

[41. SIGN YOUR NAME BEFORE NOTARY]

[42. PRINT YOUR NAME]

Sworn to before me this
day of _____, 20 __

Notary Public

[43. Verification must be notarized]

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF NASSAU

-----X

In the Matter of the Application of

_____,
[45. Fill in name(s)] Petitioner(s)
-against-

[44. Index No. & Year]
Index No.
_____ / _____

_____,
[46. Fill in name(s)] Respondent(s)

-----X

[47. Insert name(s) of papers submitted]

[48. YOUR SIGNATURE]

[49. PRINT YOUR NAME]

[50. YOUR ADDRESS]

[51. CITY, STATE ZIP CODE]

[52. YOUR PHONE NUMBER]